

NATIONAL GUARD BUREAU (ARNG-HRH-A)

111 South George Mason Drive

ARLINGTON, VA 22204-1382

LEGION OF MERIT CHECKLIST

***DATE SUBMITTED:** _____ ***LM TYPE:** _____ **YEARS OF SVC:** _____

***SUSPENSE DATE:** _____ ***STATE:** _____ ***RANK:** _____

***NAME:** _____ ***LAST FOUR:** _____

***PREVIOUS AWARDS:** ☐ AAM ☐ ARCOM ☐ MSM ☐ BSM ☐ LM ☐ OTHER: _____

☐ **ENTERED INTO NGB DATABASE** ☐ **POSTHUMOUS**

REQUIRED DOCUMENTS:

- ☐ DA FORM 638 WITH RECOMMENDATION/ENDORSEMENTS AND DATES
- ☐ ERB, ORB, DA FORM 2-1, OR PQR
- ☐ NARRATIVE (MUST ENCOMPASS SOLDIER'S MAJOR ACCOMPLISHMENTS)
- ☐ CITATION (MUST CORROBORATE THE NARRATIVE AND HIGHLIGHT THE MOST IMPORTANT ACHIEVEMENTS)
- ☐ LETTER OF LATENESS (IF PASS PRESENTATION DATE OR PRESENTATION DATE IS WITHIN 45 DAYS)

AR 600-8-22 LM ELEGIBILITY CRITERIA:

- ☐ Sequence of important positions.
- ☐ Evidence of significant achievement.
- ☐ Performance merits recognition.
- ☐ Complex duties performed in an exceptional manner.

RECOMMENDATIONS/APPROVAL/DISAPPROVAL

SECTION CHIEF: ☐ **APPROVE** ☐ **RWOA** ☐ **DOWNGRADE TO:** _____

DIVISION CHIEF: ☐ **APPROVE** ☐ **RWOA** ☐ **DOWNGRADE TO:** _____

CHIEF OF STAFF: ☐ **APPROVE** ☐ **RWOA** ☐ **DOWNGRADE TO:** _____

REMARKS:
